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ABSTRACT

A computerized Affirmative Action Data Collection and Reporting System was implemented at the University of Cincinnati to assist in monitoring the progress of the University's Affirmative Action program. The benefits derived from the system were definitely a contributing factor in the University's successful attempt to have its Affirmative Action plan approved by the Department of Health, Education and Welfare. The system addresses itself to data requirements concerning recruitment; testing; hiring; training; promotion; financial aid; salaries; enrollment; and, perhaps greatest of greatest importance, comparison of the workforce with the availability of minorities and women in the labor market. (Author)

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# AFFIRMATIVE ACTION DATA COLLECTION AND REPORTING SYSTEM

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## SUMMARY

A computerized Affirmative Action Data Collection and Reporting System was implemented at the University of Cincinnati to assist in monitoring the progress of the University's Affirmative Action program. The benefits derived from the system were definitely a contributing factor in the University's successful attempt to have its Affirmative Action plan approved by the Department of Health, Education and Welfare. The system addresses itself to data requirements concerning recruitment; testing; hiring; training; promotion; financial aid; salaries; enrollment; and, perhaps of greatest importance, comparison of the workforce with the availability of minorities and women in the labor market.

## INSTITUTIONAL SETTING

### The University

The University of Cincinnati (U.C.) is a coeducational institution located in an urban community with its main campus two miles north of downtown Cincinnati, Ohio. Founded in 1819, U.C. became a municipal university in 1870. In 1967, U.C. became the nation's first municipally-sponsored, state-affiliated university. Steps are currently being undertaken to transfer U.C. to full state status by July, 1977. The University is internationally known as the home of the cooperative system of education established in 1906. The total enrollment of over 38,000 students is spread among sixteen colleges which include most disciplines and levels of higher education. A large proportion of the students are commuters. The institutional budget of over $140 million includes two hospitals. The University is also a member of the Greater Cincinnati Consortium of Colleges and Universities which includes eleven institutions in the area which share their resources.

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## Office of University Commitment to Human Resources

In December of 1972 the President of the University issued a policy statement on Affirmative Action stating "The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin or sex will not be practiced in any of its activities. Furthermore, where past or present discrimination continues to have an adverse effect upon members of minority groups and women, the University will take affirmative action to eliminate that effect." The statement went on to spell out in detail the long-range objectives to be accomplished by implementation of the University's affirmative action plan.

The Office of University Commitment to Human Resources (OUCHR) has the authority and the responsibility to establish, implement and monitor the affirmative action program at the University of Cincinnati. The importance assigned to the affirmative action function at the University is exemplified by the fact that the Director of OUCHR also has a joint appointment as Executive Associate to the President. On a continuing basis through affirmative action, OUCHR promotes the following activities:

.....Monitoring and modification of present systems of hiring.
.....Affirmative action appointments and admissions in employment processes.
.....Establishment and redesigning of job classes.
.....Systematic lines of promotion and realistic University employment goals.

The design and implementation of the Affirmative Action System has provided the OUCHR staff with data necessary to assist in successfully establishing programs that balance existing imbalances. Some of the specific programs that have been implemented are:

.....Staff training and personnel development.
.....Review and improve balances in utilization of minorities and women.
.....Seminars stressing opportunities in higher education for women and minorities.
.....Coordination of supportive efforts expanding the University's accessibility.
.....Informational seminars and programs: Affirmative Action compliance and career mobility.

OUCHR's desire is to be involved before the crisis stage, to unite the resources of the University with those of the community to address the concerns of:

.....women
.....minorities
.....community

.....the student
.....the aged
.....the volunteer
.....the poor
.....the handicapped
.....the disadvantaged
.....the underemployed
.....the undereducated
.....the underutilized

In this context of concern,during 1974, the University of Cincinnati's Affirmative Action Program recorded 24,500 personnel actions (i.e., applicants, new hires) involving more than 20,000 individuals. Of these personnel actions, 50.5 percent concerned women and 37.4 percent minorities.

With such a formative program and record it was not surprising that the University of Cincinnati became the first public university in Ohio and among the first major educational institutions in the nation to have its affirmative action plan approved by the Department of Health, Education, and Welfare. Fewer than five percent of the higher education institutions in the country have passed the affirmative action test thus far and, therefore, in the words of the Director of OUCHR, hopefully the University of Cincinnati can "provide affirmative action assistance to other colleges and universities.....because I feel we now have a mandate to offer responsible leadership in this area."

Management Services and Analytical Studies

The Department of Management Services and Analytical Studies (MSAS) is organized under the Vice President for Management and Finance and reports to the Assistant Vice President and Director of Planning. Operating in a staff capacity, the services of MSAS are available to all divisions of the University. One of the responsibilities of MSAS is to recommend and coordinate the development of University computer systems. All requests for new computer systems are referred to MSAS. MSAS studies the feasibility of the system and prepares a written proposal. General systems specifications are developed for systems and detailed systems design, programming, and actual implementation are monitored by the department. Once the system has been implemented, MSAS is responsible for auditing the system to insure that all the requirements have been fulfilled and the projected savings and/or benefits have been achieved. MSAS has worked very closely with OUCHR over the past few years to develop the Affirmative Action System to provide OUCHR with the data and analysis necessary for measuring the effectiveness of the University's affirmative action program.

SouthWestern Ohio Regional Computer Center

The SouthWestern Ohio Regional Computer Center (SWORCC), located on the University of Cincinnati campus, is a computer services consortium

formed by the University of Cincinnati and Miami University, located in Oxford, Ohio, 35 miles from Cincinnati. The main operating system consists of an IBM System 370, Model 168 with several remote job entry stations. The system is designed to provide support for a broad range of academic and administrative functions and includes teleprocessing and multiprocessing capabilities. SWORCC was the organization responsible for the detail design and programming of the Affirmative Action System for OUCHR.

## WHAT IS AFFIRMATIVE ACTION?

One of the most pressing problems facing colleges and universities today is in the area of affirmative action. The Federal Government requires an active affirmative action plan and program on the part of all governmental agencies and organizations receiving $10,000 or more in federal financial assistance. Responsibility is recognized by colleges and universities under the various Federal and State Civil Rights Laws, Fair Employment Practice Acts, and other similar constitutional and statutory requirements, such as Executive Orders 11246 and 11375. These orders specifically state that organizations must take affirmative action to insure that applicants are selected for employment and enrollment and that present employees and students are treated without regard to their race, color, religion, sex, or national origin.

Like most colleges and universities, the University of Cincinnati had existing payroll, personnel, and student computer systems but found itself in need of, and therefore instituted, additional computer programs for obtaining and analyzing data in the following areas:

.....Recruitment. A sincere and concerted effort must be made to recruit qualified persons of all minority groups. Computer programs are used for statistical analysis of recruitment effort versus the results of this effort. This analysis identifies which types of recruitment efforts are fruitful and which are not. Appropriate changes can then be made to the recruitment approach.

.....Applicant Pool. An effort must be made to assimilate all minority groups into the labor force. To achieve this goal, it is necessary to have an applicant pool from which to draw. The computer is used to maintain the historical applicant pool data for quick and easy access.

.....Testing. One of the most important factors in the selection process is that of testing. Tests may not intentionally draw a destination based upon race, sex, color, or religion nor may they be applied inconsistently to deny equality of opportunity on these bases. The computer is utilized for data gathering and statistical analysis of all tests given. Computer reports reflecting average scores by race and sex group identify biased testing practices.

.....Hiring. An effort must be made to hire persons who represent minority groups that are currently underutilized in a specific job category. A continuing effort must be made to balance an organization's workforce with the available job market. The computer is used to measure the available job market, the current workforce, and the results of hiring to reflect those job categories which are not equitable as to race and sex.

.....Training and Promotion. Opportunities for upward mobility must be available to all employees regardless of race, sex, etc. The computer is utilized to provide statistical data on training and promotions to insure that all groups are receiving equal opportunity.

.....Financial Aid. Equal opportunity for education necessitates distribution of financial assistance on the basis of need. A Student Financial Aid System previously existed to assist in awarding financial aid to qualified students. The computer system was expanded to generate additional data on financial aid awarded by race and sex so that the allocation of funds can be monitored.

.....Salary. The Executive Orders require that colleges and universities receiving federal funds adhere to the concept of equal pay for equal work. A salary analysis by job category is required to validate that this concept is being followed. The computer is used to perform such an analysis and point out specific areas where salaries may not be compatible.

.....Enrollment. Affirmative Action concerns itself with providing equal access to education for all individuals. The student data system has been expanded to provide enrollment trend analysis by race and sex for the various colleges. By providing information as to the possible development of inequities in the student population corrective action can be taken prior to the development of a problem.

The Affirmative Action System goes beyond the scope of the computer system described below. It also entails the analysis and reporting of manually collected data in the following areas:

.....Admissions. Student recruitment contacts are accumulated by race and sex in the Office of Admissions. This data provides the basis for evaluating the student recruitment program of the University.

.....Student Groups. Each student group on the campus is required to provide information to the University with regard to their compliance with affirmative action principles of open access to all individuals.

.....Contracts. Not only must the University community live up to the institution's affirmative action program, but any sub-contractor engaging in a contract with the University must also adhere to the plan.

.....Title IX. Efforts are currently being directed by the University toward compliance with the provisions of Title IX which bars sex discrimination in federally assisted programs.

## THE COMPUTER SYSTEM

Since the need for affirmative action data could not be met through the existing Personnel and Payroll Systems, it became necessary for OUCHR to request a new system. The new Affirmative Action Personnel Reporting System was implemented to fulfill the following objectives:

.....Provide information on employee staffing, hiring, training, promotions, tenure, and salaries.

.....Insure that the data has a high degree of accuracy.

.....Provide a central point for the collection and review of data.

.....Minimize the expenditures for obtaining and processing the essential data.

### Description of System

#### Daily Processing

Data concerned with recruitment must be recorded whenever the event occurs and is sent to OUCHR for processing. The following information is collected:

.....name, race, sex, and date of respondents to a recruitment plus the source of the recruitment contact is recorded by each department.

.....job title code, department code, and date that a job was posted is logged by the Personnel Department.

.....name, race, sex, data and job title code of each non-staff applicant who applies for a position is maintained by all departments.

.....name, race, sex, date and job title code of every applicant for a staff position at the University is recorded by the Personnel Department.

.....name, race, sex, date, and job title code of all persons receiving training plus the type of training offered is logged by each department.

.....test score data is summarized by the Personnel Department for each test by the race, sex, and number of people who took the test as well as how many passed or failed.

### One Month Prior to Report Date

An audit of the University's active personnel and payroll files is performed on the computer to assure that complete data is present on the files. In addition, the two files are matched to insure that each person on the payroll file has a record on the personnel file. Corrective action is taken to eliminate all errors that are found thereby guarantying complete data for use by OUCHR.

### Preliminary Processing for Affirmative Action Reports

Data is extracted from the corrected personnel and payroll files to create the Affirmative Action Personnel File which contains one record for each University employee. The data elements (Exhibit 1) contained on these records include all the information required to generate the various Affirmative Action employee statistics.

The first step in producing the Affirmative Action reports is to validate the data. Therefore, a preliminary report (Exhibit 2) is printed from the Affirmative Action Personnel File, sent to the various department heads, and corrected by them. Corrections are then keypunched and applied to the master file to update it with accurate data. Data gathered daily by departments and the Personnel Department pertaining to recruitment is keypunched and used to create an Affirmative Action Applicant File.

### Processing Affirmative Action Reports

All of the Affirmative Action data accumulated in preliminary processing is incorporated into one computer file called the Affirmative Action Report File. This file is created twice a year, in June and December, and is used to generate the various reports required by OUCHR to assist them in measuring the effectiveness of the University's affirmative action program.

### Availability Data for Minorities and Women

An important aspect of the University's Affirmative Action Personnel Reporting System is the inclusion of availability data for minorities and women. By comparing the availability data with the institution's current workforce the University has an indication of how representative its workforce is of the population qualified for employment. Availability data has been compiled for each EEO Classification for non-academic positions and for each rank (i.e. Professor) within each discipline (i.e. English) for academic positions.

## Design and Implementation

Initial design of an affirmative action computer system was begun in the early part of 1972 and has involved a continual upgrading since that date. The University has expended approximately $100,000 in computer time and systems programming manpower in developing the system. This figure does not include a cost associated with the many hours of support provided by OUCHR and MSAS.

The application programs for the Affirmative Action Reporting System are written in PL/1.

## Benefits of the System

The Affirmative Action Reporting System has proven to be a valuable tool in assisting OUCHR to monitor the affirmative action program of the University. The original objectives of the system have been achieved as a result of implementing the system. Specifically the benefits provided by the new system can be summarized as follows:

.....Affirmative Action related data has a much higher degree of accuracy than prior to implementation.

.....Academic and administrative departments are not required to expend as much manual effort in fulfilling the informational needs of the affirmative action program.

.....Data is compiled on a more timely and current basis allowing for more responsive decision making on the part of management.

.....Statistical analysis of data provides valuable guidelines for monitoring the progress being made in affirmative action.

.....Data is more readily available for answering individual or class action complaints brought against the University in its employment practices.

.....Perhaps most important is that the benefits accrued from implementing the new system were an integral part of having the University's affirmative action program approved by the Department of Health, Education, and Welfare.

## Reports and Their Use

Numerous reports are generated by the new affirmative action computer system. They can be classified into three basic categories:

.....Control reports which present the results of record and data element editing.

.....Computer printed reports which were previously compiled manually.

.....New computer generated reports which provide statistical data not available in the past.

The more noteworthy reports generated by the new Affirmative Action Personnel Reporting System are the following:

.....Preliminary Employment Profile (Exhibit 2). The report reflects each individual found on the Affirmative Action Personnel File and shows all data maintained for the individual. Being in the form of a turn-a-around document invalid data can be corrected on the report by individual departments and used to update the master file with accurate data. Using this report to go directly to the source of data for validation assures that the system is using information having the highest possible degree of accuracy.

.....Summary Analysis by Department (Exhibit 3). This report presents a statistical analysis of salaries by job category based upon race and sex taking into consideration the number of years individuals have been in the particular job classification. This analysis is not only performed by department, but also additional reports show comparisons on a University-wide basis by job title code and EEO category. These reports in conjunction with a Salary Analysis Discrepancy Report, which lists individuals whose salaries should be reviewed, and a Summary Analysis of Ascending Salaries Report, which tabulates salary data shown on the other Summary Analysis Reports, have proven useful in monitoring possible salary inequities at the University.

.....Employee/Applicant Summary by Department. This report assists OUCHR in measuring the success of recruitment effort by individual departments in academic areas. Analysis is presented showing types of contact (i.e. Professional Journal) and the applicants resulting from the various contact means used. All data is compiled with relation to race and sex and additional reports are generated with the same data summarized by job title and EEO code for all academic and non-academic departments at the University.

.....Employee/Applicant Summary by Title Code (Exhibit 4). This report provides the opportunity to analyze the job applicant pool in relation to internal training and promotional experience in academic areas. Again data is presented by race and sex and, therefore, gives management a tool to assist in assuring equal opportunity for all University employees.

.....Summary of Test Scores. The results of tests, summarized by race and sex, administered by the University to applicants for open positions are documented by this report. The data is used to

determine that testing does not have a disproportionate effect on a particular group.

.....Affirmative Action Goals Profile (Exhibit 5). This report is a means for the University to analyze its current workforce, compared to the present availability data on women and minorities, measure the institutions success in integrating the workforce, and finally establish a time frame within which the University can fulfill its Affirmative Action Goals. The key data element which provides the basis for this report is the availability of women and minorities in the workforce within each rank for each discipline in academic areas and within each EEO category for non-academic positions.

## Affirmative Action Personnel File

### Data Elements

Social Security Number
Name
Race
Sex
Highest Degree
Institution of Highest Degree
Academic FTE
Academic Job Code
Administrative FTE
Administrative Job Code
Date Original Appointment
Date Current Appointment
Tenure
Division/Department
Salary
Job Code Description
Division/Department Description
Number of Applicants
Training
New Hires
Job Posting
Recruitment
Promotions
EEO Category

A8Ø1OCH OFFICE OF UNIVERSITY COMMITMENT TO HUMAN RESOURCES A8Ø1OCH PAGE NO. 2
PRELIMINARY EMPLOYMENT PROFILE
AS OF 04/30/74
NONE NONE

DIV/DEPT CODE=000000 DEPARTMENT:NONE DIVISION:NO SPECIFIC DEPT

| SOC SEC NO. | LAST | FIRST | ON RECORD AS: SEX | RACE | SALARY | YRS | TYPE | PROMOT ABLE | FTE | DEG | JOB | ACTION | CHANGE TO READ AS: SEX | RACE | SALARY | YRS | TYP | PROMOT ABLE | FTE | DEG | JOB |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TITLE CODE= 066 ***** TITLE DESCRIPTION: LECTURER | | | | | | | | | | | | | | | | | | | | | |
| [redacted] | | | | CAU | 20,000 | .3 | PART | | 050 | 3 | | | | | | | | | | | |
| TITLE CODE= 104 ***** TITLE DESCRIPTION: DIRECTOR ACADEMIC | | | | | | | | | | | | | | | | | | | | | |
| [redacted] | | | M | CAU | 28,500 | 9.1 | FULL | | 100 | 3 | | | | | | | | | | | |
| TITLE CODE= 147 ***** TITLE DESCRIPTION: SYSTEM ANALYST | | | | | | | | | | | | | | | | | | | | | |
| [redacted] | | | F | AFP | 14,496 | 1.0 | FULL | | 100 | 1 | | | | | | | | | | | |
| [redacted] | | | M | CAU | 13,600 | 1.8 | FULL | | 100 | 5 | | | | | | | | | | | |
| TITLE CODE= 175 ***** TITLE DESCRIPTION: LIBRARY PERSONNEL | | | | | | | | | | | | | | | | | | | | | |
| [redacted] | | | F | CAU | 7,670 | 1.3 | FULL | | 100 | | | | | | | | | | | | |
| TITLE CODE= 202 ***** TITLE DESCRIPTION: COMPUTER APP ANALT | | | | | | | | | | | | | | | | | | | | | |
| [redacted] | | | M | CAU | 14,400 | .8 | PART | | 025 | 2 | | | | | | | | | | | |
| [redacted] | | | M | CAU | 11,250 | 3.8 | FULL | | 100 | 1 | | | | | | | | | | | |
| [redacted] | | | F | CAU | 13,500 | 4.8 | FULL | | 100 | 1 | | | | | | | | | | | |
| [redacted] | | | M | CAU | 15,300 | 7.6 | FULL | | 100 | 5 | | | | | | | | | | | |
| TITLE CODE= 251 ***** TITLE DESCRIPTION: GRAD ASST NON TCH | | | | | | | | | | | | | | | | | | | | | |
| [redacted] | | | M | CAU | 14,400 | 3.7 | PART | | 025 | 2 | | | | | | | | | | | |
| [redacted] | | | M | ORI | 14,400 | 2.8 | PART | | 025 | 2 | | | | | | | | | | | |
| [redacted] | | | M | CAU | 13,440 | .8 | PART | | 025 | 1 | | | | | | | | | | | |
| [redacted] | | | M | CAU | 14,400 | 3.7 | PART | | 025 | 2 | | | | | | | | | | | |
| TITLE CODE= 255 ***** TITLE DESCRIPTION: GRAD ASST-OTHER | | | | | | | | | | | | | | | | | | | | | |
| [redacted] | | | M | ORI | 10,400 | .3 | PART | | 025 | 3 | | | | | | | | | | | |

OFFICE OF UNIVERSITY COMMITMENT ON HUMAN RESOURCES
SUMMARY ANALYSIS BY DEPARTMENT AS OF 12/31/74

A8030CH



DIV/DEPT CODE 000000 DEPARTMENT NO SPECIFIC DEPT DIVISION [redacted] DO NOT MAIL DNM

| | TOTALS | | | | AFRO AMER | | | | CAUCASIAN | | | | AMER.IND. | | | | ORIENTAL | | | | SPAN AM. | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | TOT. EMP. | EMP PCT | AVG SALARY | AV YR | TOT. EMP. | EMP PCT | AVG SALARY | AV YRS | TOT. EMP. | EMP PCT | AVG SALARY | AV YRS | TOT. EMP. | EMP PCT | AVG SALARY | AV YRS | TOT. EMP. | EMP PCT | AVG SALARY | AV YRS | TOT. EMP. | EMP PCT | AVG SALARY | AV YRS |
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| MAL | 1 | 100 | 10,800 | 0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 1 | 100 | 10,800 | .4 | 0 | 0 | 0 | .0 |
| TOT | 1 | 100 | 10,800 | 0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 1 | 100 | 10,800 | .4 | 0 | 0 | 0 | .0 |
| *** TITLE DESCRIPTION RESEARCH ASSOC TITLE CODE 069 FULL TIME | | | | | | | | | | | | | | | | | | | | | | | | |
| FEM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| MAL | 1 | 100 | 15,120 | 1 | 0 | 0 | 0 | .0 | 1 | 100 | 15,120 | 1.4 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| TOT | 1 | 100 | 15,120 | 1 | 0 | 0 | 0 | .0 | 1 | 100 | 15,120 | 1.4 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| *** TITLE DESCRIPTION SYSTEM ANALYST TITLE CODE 117 FULL TIME | | | | | | | | | | | | | | | | | | | | | | | | |
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| MAL | 3 | 75 | 14,975 | 1 | 0 | 0 | 0 | .0 | 3 | 75 | 14,975 | 1.2 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| TOT | 4 | 100 | 15,456 | 2 | 0 | 0 | 0 | .0 | 4 | 100 | 15,456 | 1.5 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| *** TITLE DESCRIPTION SYSTEM ANALYST TITLE CODE 117 PART TIME | | | | | | | | | | | | | | | | | | | | | | | | |
| FEM | 1 | 100 | 14,464 | 1 | 0 | 0 | 0 | .0 | 1 | 100 | 14,464 | .8 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| MAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| TOT | 1 | 100 | 14,464 | 1 | 0 | 0 | 0 | .0 | 1 | 100 | 14,464 | .8 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| *** TITLE DESCRIPTION SR SYSTEM ANALYST TITLE CODE 118 FULL TIME | | | | | | | | | | | | | | | | | | | | | | | | |
| FEM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| MAL | 1 | 100 | 16,644 | 2 | 0 | 0 | 0 | .0 | 1 | 100 | 16,644 | 2.4 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| TOT | 1 | 100 | 16,644 | 2 | 0 | 0 | 0 | .0 | 1 | 100 | 16,644 | 2.4 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
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| MAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| TOT | 1 | 100 | 8,476 | 0 | 0 | 0 | 0 | .0 | 1 | 100 | 8,476 | .3 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
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| MAL | 4 | 67 | 16,957 | 2 | 1 | 17 | 17,000 | .3 | 3 | 50 | 16,942 | 2.5 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| TOT | 6 | 100 | 16,421 | 1 | 1 | 17 | 17,000 | .3 | 5 | 83 | 16,305 | 1.6 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| *** TITLE DESCRIPTION COMPUTER APP ANALT TITLE CODE 202 PART TIME | | | | | | | | | | | | | | | | | | | | | | | | |
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| MAL | 2 | 100 | 13,520 | 1 | 0 | 0 | 0 | .0 | 2 | 100 | 13,520 | .9 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| TOT | 2 | 100 | 13,520 | 1 | 0 | 0 | 0 | .0 | 2 | 100 | 13,520 | .9 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| *** TITLE DESCRIPTION GRAD ASST NON TCH TITLE CODE 251 PART TIME | | | | | | | | | | | | | | | | | | | | | | | | |
| FEM | 1 | 50 | 14,400 | 0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 1 | 50 | 14,400 | .4 | 0 | 0 | 0 | .0 |
| MAL | 1 | 50 | 14,400 | 0 | 0 | 0 | 0 | .0 | 1 | 50 | 14,400 | .4 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 | 0 | 0 | 0 | .0 |
| TOT | 2 | 100 | 14,400 | 0 | 0 | 0 | 0 | .0 | 1 | 50 | 14,400 | .4 | 0 | 0 | 0 | .0 | 1 | 50 | 14,400 | .4 | 0 | 0 | 0 | .0 |

JOB CODE

UNIVERSITY OF CINCINNATI
EMPLOYER/APPLICANT SUMMARY BY TITLE CODE
AS OF 02/07/75

A8Ø8 OCH

DATE: 02/07/75
PAGE: 1

*** TITLE DESCRIPTION: PROFESSION  TITLE CODE: A8

| | TOTAL TOT. EMPL. | EMP. PCT. | AMER.IND. TOT. EMPL. | EMP. PCT. | CAUCASIAN TOT. EMPL. | EMP. PCT. | AFRI.AMER. TOT. EMPL. | EMP. PCT. | ORIENTAL TOT. EMPL. | EMP. PCT. | SPAN.SUR. TOT. EMPL. | EMP. PCT. | OTHER TOT. EMPL. | EMP. PCT. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DIV/DEPT CODE: 000000 | DEPARTMENT: [redacted] | | DIVISION: [redacted] | | | | TOTAL [redacted] | | | | | | | |
| DEPARTMENT TOTALS | | | | | | | | | | | | | | |
| APPLICANTS: | | | | | | | | | | | | | | |
| FEMALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| TOTAL | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MINORITY | 0 | 0.0 | | | | | | | | | | | | |
| NEW HIRES: | | | | | | | | | | | | | | |
| FEMALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| TOTAL | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MINORITY | 0 | 0.0 | | | | | | | | | | | | |
| PROMOTIONS: | | | | | | | | | | | | | | |
| FEMALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| TOTAL | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MINORITY | 0 | 0.0 | | | | | | | | | | | | |
| TENURE: | | | | | | | | | | | | | | |
| FEMALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MALE | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| TOTAL | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 1 | 100.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MINORITY | 1 | 100.0 | | | | | | | | | | | | |
| TERMINATIONS: | | | | | | | | | | | | | | |
| FEMALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| TOTAL | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MINORITY | 0 | 0.0 | | | | | | | | | | | | |

| *** TRAINING: | | AVG. DAYS | | AVG. DAYS | | AVG. DAYS | | AVG. DAYS | | AVG. DAYS | | AVG. DAYS | | AVG. DAYS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FEMALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| MALE | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |
| TOTAL | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 |

University of Cincinnati
Affirmative Action
Goals Profiles

Division: [redacted]

Department: [redacted]

Date: 09-01-75

Page: 1

| Rank/EEO Category: | | Total Goal Percent | Actual Employment % | Actual Employment # | Unfilled Positions # | Future Workforce Inc./Dec. # | Projected Workforce # | Total Goal Number | Goal New Hire # | Expected Attrition # | Expected Attrition % | Time-table Goal Years | Promotion Timetable Goal Years | Penetration Ratio |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Rank/EEO Category: | Administrator | | | | | | | | | | | | | |
| | Female | 31 | 0 | 0 | | | | 0 | 0 | | | | | 0 |
| | Minority | 9 | 0 | 0 | | | | 0 | 0 | | | | | 0 |
| | Total | 100 | 100 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 4.0 | |
| Rank/EEO Category: | Professor | | | | | | | | | | | | | |
| | *****Female | 31 | 0 | 0 | | | | 2 | 2 | | | | | 0 |
| | Minority | 9 | 0 | 0 | | | | 1 | 1 | | | | | 0 |
| | Total | 100 | 100 | 8 | 0 | 0 | 8 | 3 | 3 | 0 | 0 | P | 4.5 | |
| Rank/EEO Category: | Associate Professor | | | | | | | | | | | | | |
| | Female | 31 | 22 | 2 | | | | 3 | 1 | | | | | .71 |
| | Minority | 9 | 0 | 0 | | | | 1 | 1 | | | | | 0 |
| | Total | 100 | 100 | 9 | 0 | 0 | 9 | 4 | 2 | 0 | 0 | P | 3.8 | |
| Rank/EEO Category: | Assistant Professor | | | | | | | | | | | | | |
| | Female | 35 | 35 | 7 | | | | 7 | 0 | | | | | 1.00 |
| | *****Minority | 9 | 0 | 0 | | | | 2 | 2 | | | | | 0 |
| | Total | 100 | 100 | 20 | 1 | 0 | 21 | 9 | 2 | 3 | 14 | 1 | 1.6 | |
| Rank/EEO Category: | Instructor | | | | | | | | | | | | | |
| | Female | 35 | 53 | 9 | | | | 6 | 0 | | | | | 1.51 |
| | *****Minority | 9 | 0 | 0 | | | | 2 | 2 | | | | | 0 |
| | Total | 100 | 100 | 17 | 2 | -1 | 18 | 8 | 2 | 6 | 33 | 1 | - | |
| Rank/EEO Category: | Graduate and Research Assistant | | | | | | | | | | | | | |
| | Female | 38 | 64 | 23 | | | | 14 | 0 | | | | | 1.68 |
| | Minority | 6 | 11 | 4 | | | | 2 | 0 | | | | | 1.83 |
| | Total | 100 | 100 | 36 | 0 | 0 | 36 | 16 | 0 | 36 | 100 | 0 | - | |
| Rank/EEO Category: | Office and Clerical | | | | | | | | | | | | | |
| | Female | 72 | 86 | 12 | | | | 10 | 0 | | | | | 1.19 |
| | Minority | 8 | 0 | 0 | | | | 1 | 1 | | | | | 0 |
| | Total | 100 | 100 | 14 | 0 | 0 | 14 | 11 | 1 | 3 | 21 | 1 | - | |
| Departmental Totals | | | | | | | | | | | | | | |
| | Female | | 50 | 53 | | | | 42 | 3 | | | | | |
| | Minority | | 4 | 4 | | | | 9 | 7 | | | | | |
| | Total | | 100 | 105 | 3 | -1 | 107 | 51 | 10 | | | | | |

*****Indicates Problem Area

1632-1